



Australian Government

TLIG4005 Organise transport workload

Release: 1

TLIG4005 Organise transport workload

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to apply basic principles and routine procedures to organise transport workload as part of courier/delivery operations.

It includes organising and accepting responsibility for own workload, identifying and meeting own learning needs as well as planning and organising a personal daily routine.

Work must be carried out in compliance with relevant regulations for the transport of articles for courier delivery.

Work is generally performed under indirect supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Organise and accept responsibility for own workload

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Priorities and deadlines are established in consultation with relevant persons and recorded
- 1.2 Hazards are identified, risks are assessed and control measures are implemented
- 1.3 Work activities are planned and progress of work is

communicated to others whose personal work plans and timelines may be affected

- 1.4 Work is completed to the standard expected in the workplace in accordance with relevant guidelines, directions or instructions
- 1.5 Variations and difficulties affecting work requirements are identified through regular reviews, and action is taken to report these issues to supervisory staff
- 1.6 Additional support to improve work is communicated clearly to appropriate personnel

2 Participate in identifying and meeting own learning needs

- 2.1 Operations of the workplace, workplace equipment and focus of endeavour are identified
- 2.2 Organisational structure, career paths and training opportunities appropriate to the enterprise are identified
- 2.3 Steps are taken, in consultation with appropriate personnel, to identify own learning needs through assessment and planning for future work requirements
- 2.4 Appropriate opportunities to learn and develop required competencies are undertaken including establishing networks and working relationships with others

3 Plan and organise a personal daily routine

- 3.1 Daily routine is planned to take into account rosters, industrial agreements and workplace procedures
- 3.2 Clarification of requirements of tasks is sought as required
- 3.3 Achievable time and other performance measures are agreed
- 3.4 Tasks are completed and variations to plan are identified and reported
- 3.5 Inability to complete operations are relayed to appropriate personnel in accordance with workplace procedures

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG4005A Organise transport workload.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

Assessment Requirements for TLIG4005 Organise transport workload

Modification History

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying precautions and required action to minimise, control or eliminate identified hazards
- applying relevant legislation and workplace procedures
- communicating and working effectively with others
- completing relevant documentation
- estimating size, shape and special delivery requirements of cargo, mail and courier items
- identifying and correctly using relevant equipment
- implementing contingency plans
- modifying activities depending on operational contingencies, risk situations and environments
- monitoring and prioritising work activities in terms of planned schedule
- operating electronic communications equipment to required protocol
- planning own work, predicting consequences and identifying improvements
- reading, interpreting and following relevant instructions, procedures, information and signs
- reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures
- working systematically with required attention to detail without injury to self or others, or damage to goods or equipment.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- housekeeping standards and procedures
- methods and strategies for organising transport loads in courier and delivery operations
- principles, duty of care and obligations within relevant chain of responsibility in the transport industry
- relevant state/territory mass and loading regulations and permit requirements
- requirements of courier work systems and operations, and relevant equipment
- risks in courier and delivery operations and related precautions to control the risk
- typical issues and problems that can occur and appropriate ways of dealing with them
- workplace procedures and policies for organising transport loads in courier and delivery operations.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals
- relevant materials, tools, equipment and personal protective equipment currently used in industry.

Links

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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>